



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
UNITED STATES MILITARY ACADEMY
West Point, New York 10996



MALO

9 April 2002

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Government and Leased Vehicle Operator Responsibilities

1. References:

- a. DOD 4500.36-R
- b. AR 58-1
- c. USMA Suppl to AR 58-1
- d. FM 21-305
- e. GSA Motor Vehicle Operator's Manual

2. Government and leased vehicles will be utilized for official use only IAW references.

3. Vehicle operators are required to have the proper license and training for the specific type of vehicle operated.

4. Vehicle operators must familiarize themselves with the above references and with the contents of the Vehicle Log Book.

5. The Daily Utilization Record, and USMA Form 20-103, will be maintained daily by each operator. All entries, date, name, mileage, status, etc., will be legible and completed by each authorized operator.

6. Vehicle operators must perform a vehicle Preventive Maintenance Check and Service (PMCS), before, during and after operating a vehicle. The vehicle PMCS checklist is found in the Vehicle Log Book.

7. Upon discovery of vehicle damage, do not operate vehicle until the following actions have been taken.

a. Check the DA Form 2408-14 (Uncorrected Fault Record) found in the Vehicle Log Book. If damage is recorded, no further action is required. NOTE: Vehicle operators are not authorized to annotate deficiencies on the DA Form 2408-14.

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b. If damage is not recorded, notify the Transportation Motor Pool (TMP) dispatcher. If on dispatch, call the Military Police or civilian police authority and report the incident. Complete the Standard Form 91 (Accident Reporting Form) found in the Vehicle Log Book and bring the vehicle and completed SF 91 to the TMP, Building 783, as soon as possible.

8. All accidents/incidents must be reported to the Military Police or civilian police authority. Vehicle operator must complete the SF 91 and obtain the witness statements with applicable information. If the accident/incident involves a civilian vehicle, the Government vehicle operator must complete Section II of the SF 91 and annotate the civilian vehicle's insurance code in Block 22a.

9. Vehicle operators will utilize a backing guide, when available. When a backing guide is not available, the operator will exit the vehicle and make a visual inspection of the area behind the vehicle.

10. Vehicle operators are responsible for the vehicle's cleanliness, refueling and completing of the USMA Form 20-103 (Daily-Monthly Utilization Record) located in the Vehicle Log Book.

11. For additional information, the TMP should be contacted at x2018.

/s/

JOHN P. MANDIA
Deputy Director of Logistics

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